

GOVERNMENT DEGREE COLLEGE  
RAJAMPETA

SHORT TERM INTERNSHIP

RECORD BOOK  
2024-25

Designed & Developed by



**ANDHRA PRADESH**  
**STATE COUNCIL OF HIGHER EDUCATION**  
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

PROGRAM BOOK FOR  
**SHORT TERM INTERNSHIP**

Name of the Student: K Siva Sai

Name of the College: Govt degree college, Rajampeta

Registration Number: 224630066038

Period of Internship:

From:

To:

Name & Address of the Intern Organization SP mobiles Rajampeta

YEAR

2024-25

**Yogi Vemana University**

**KADAPA**

## **An Internship Report on**

Mobile Assemble

*(Title of the Short term Internship Program)*

*Submitted in accordance with the requirement for the degree of*

*Under the Faculty Guideship of*

M. Sivaiah (Sir)

*(Name of the Faculty Guide)*

*Department of*

B.com. (CA)

*(Name of the College)*

Govt. degree college, Rajampeta

*Submitted by:*

K. Siva Sai

*(Name of the Student)*

**Reg.No: 224030066038**

## Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Short term internship either in 2<sup>nd</sup> Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - a. Data and Information you are expected to collect about the organization and/or industry.
  - b. Job Skills you are expected to acquire.
  - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.
12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

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## Student's Declaration

I, K. Siva Sai a student of B.Com. (CA) (Group)  
Program, Reg. No. 224030066038 of the Department of B.Com. (CA)  
College do hereby declare that I have completed the mandatory internship  
from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ (Name of  
the intern organization) under the Faculty Guide ship of M. Sivaiah  
(Name of the Faculty Guide), Department of  
Govt. degree college, Rajampeta.  
(Name of the College)

(Signature and Date)

## Official Certification

This is to certify that K. Siva Sai (Name of the student) Reg. No. 224030066038 has completed his/her Internship in S.P. mobiles (Name of the Intern Organization) on Mobile Assembles (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the Degree of B.Com. (CA) in the Department of Govt. degree college. (Name of the College).

This is accepted for evaluation.

(Signatory with Date and Seal)

### Endorsements

Faculty Guide N. Srinivas

K. Srinivas  
Head of the Department

Principal

B. Purnanathan  
- PRINCIPAL  
Govt. Degree College  
RAJAMPET - 516 115.  
Annamayya Dist.

## Certificate from Intern Organization

This is to certify that K. Siva Sai (Name of the intern)  
Reg. No. 224030066038 of Govt. degree college (Name of the  
College) underwent internship in S.P. mobiles. (Name of the  
Intern Organization) from \_\_\_\_\_ to \_\_\_\_\_

The overall performance of the intern during his/her internship is found to be  
\_\_\_\_\_ (Satisfactory/Not Satisfactory).

*Authorized Signatory with Date and Seal*

# SP MOBILES

GSTIN :: 37BNTPG9527P1ZW

Address :: Room No. 16, Old Bus Stand, Municipality Complex, Rajampet,  
Annamayya (Dt.), Andhra Pradesh, 516115.

Date :: 01.07.2024.

## INTERNSHIP CERTIFICATE

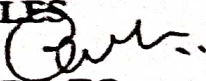
This is to certify that Mr. KONERU SIVA SAI bearing the Roll No. 202200098681 is currently pursuing 3<sup>rd</sup> year from GOVT DEGREE COLLEGE, RAJAMPET has done his/her Industrial Training in M/s SP MOBILES, RAJAMPET, ANNAMAYYA (Dt.), ANDHRA PRADESH - 516115.

As per below Details	::	15.05.2024 to 30.06.2024
Division	::	Mobiles Repairs, Assemble, Software Installation
Department	::	Electronics and Mobile

His conduct and performance was found satisfactory during the above tenure of his/her project works.

We wish him/her all success for his future endeavours and congratulations from SP MOBILES, RAJAMPET.

For SP MOBILES



S.P MOBILES

G. SREENIVASULU

SHOP NO - 16 MUNICIPAL COMPLEX

OLD BUS STAND, RAJAMPET,

KADAPA DL, A.P - 516 115

CELL 8187820648

## Contents

- \* Background of the study
- \* Scope of the study.
- \* objective of the study
- \* statement of the problems
- \* An overview on the S.p. mobiles.
- \* Methodology
- \* Analysis & findings
- \* conclusions and recommendations.

## **CHAPTER 1: EXECUTIVE SUMMARY**

The internship report shall have a brief executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

### **CHAPTER 3: INTERNSHIP PART**

*Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.*

# ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	My daily activities are first day to introduction of s.p. mobile.	learning and improving skills.	W
Day - 2	How to divide the mobiles parts.	delicate	W
Day - 3	How to replace the camera lens.	Sensitive.	W
Day - 4	Replacement of the mobile battery.	very heat	W
Day - 5	Battery backup.	protection.	W
Day - 6	High quality standards.	Good Quality.	W

## WEEKLY REPORT

WEEK - 1 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Welcome to this course on mobile cell phone repair and maintenance. A mobile cell phone is a hand held mobile device that can perform several communication functions. Mobile technology has become one of the fastest growing technologies in the whole world. Today people use mobile phones to stay in touch with friends and family, to share stories and photographs in social media, and to carry out financial transaction. Indeed, according to a world bank policy research paper of 2012, 93% of keyans owned by a mobile phone the end of the 2011.

This widespread ownership and use of mobile phones has created a need for professionals who can repair and service mobile phones.

### ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Types of mobile phones.	Identify different types of mobile phones.	W
Day - 2	potential hazards associated with mobile phone repair.	Recognise potential hazards	W
Day - 3	parts of a Conventional mobile phone.	Identify the parts of a mobile phone.	W
Day - 4	mobile phone repair Tools.	use the correct hardware tools.	W
Day - 5	Disassembling mobile cell phone.	disassembling parts of the mobile.	W
Day - 6	Assembling the mobile cell phone.	Assemble the mobile in a good way.	W

## WEEKLY REPORT

WEEK - 2 (From Dt. .... to Dt. ....)

Objective of the Activity Done:

Detailed Report:

This course is provided through distance learning and we trust that you will find the material useful both for studying and as a future reference. We welcome your feedback on any issue relating to this course and wish you all the best. This course has been developed to address that need.

The course targets people who would like to start and run a mobile repair and servicing business. By the end of this course you should be able to disassemble and assemble a mobile phone, diagnose the problem, service and repair a mobile phone with the help of the proper tools and instruments. This course has been developed to address that need.

### ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	What is a mobile phone.	Identifying types of mobile phone.	W
Day - 2	What is a form factor.	Recognise the potential hazard.	W
Day - 3	parts of a conventional mobile phone.	Identify the parts of mobile phone.	W
Day - 4	Mobile phone and Repair tools	use the correct hardware.	W
Day - 5	Diagnosing and Repairing mobile phone faults.	Identify mobile cell phone faults.	W
Day - 6	Repair of common mobile phone faults	Identify mobile cell and solve them.	W

## WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

Welcome to this course on mobile cell phone repair and maintenance. A mobile cell phone is a hand held mobile device that can perform several communication functions. Mobile technology has become one of the fastest growing technologies in the world. Today people use mobile phones to stay in touch with friends and family, to share stories and photography in social media, and to carry out financial transactions.

This widespread ownership and use of mobile phones has created a need for professionals who can repair and service the mobile phones. This course has been developed to address that need. The course targets people who would like to start and run a mobile repair and servicing business. By the end of this course you should be able to disassemble and assemble a mobile phone.

### ACTIVITY LOG FOR THE FORTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1	Types of the mobile displays.	Identify the different displays.	W
Day - 2	Types of mobile phone camera lens.	Identify the different lens.	W
Day - 3	Repair the common mobile phone faults.	Identify the parts of a phone.	W
Day - 4	Types of mobile phone panels.	Identify the different panels.	W
Day - 5	Assemble and dis-assemble different parts of mobile phone.	Assemble and disassemble mobile parts.	W
Day - 6	Parts of a mobile phones.	Identify the different mobile parts.	W

## WEEKLY REPORT

WEEK - 4 (From Dt. .... to Dt. ....)

Objective of the Activity Done:

Detailed Report:

We started this study by identifying the different types of mobile phones. We saw that they include the bar, touch screen, and flip phones to name just a few. We also considered the key hazards and safety precautions associated with the mobile phone repair and servicing. The hazards included: burns, pricks, environmental pollution and falls. We also discussed the factors to consider when selecting tools for mobile phone repair.

These factors included cost, suitability and quality of the tools. In addition, we examined the tools we used for mobile phone repairs, such as solder wire, PCB holder, jump wire, and screw driver. Next we determined the steps that you should follow to disassemble and assemble a mobile phone and how to diagnose the mobile phone faults. Lastly we discussed common hardware and software faults and how to solve them.

## **CHAPTER 5: OUTCOMES DESCRIPTION**

**Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)**

**Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)**

**Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.**

**Describe how you could improve your communication skills** (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

**Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.**

**Describe the technological developments you have observed and relevant to the subject area of training** *(focus on digital technologies relevant to your job role)*

# **PHOTOS & VIDEO LINKS**

# EVALUATION

## Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

## Assessment Model:

- There shall be internal evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The weightings for External Evaluation shall be:
  - Internship Evaluation 100 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.
  - b. Real Time Technical Skills acquired.
  - c. Managerial Skills acquired.
  - d. Improvement of Communication Skills.
  - e. Team Dynamics
  - f. Technological Developments recorded.

**Student Self Evaluation of the Short-Term  
Internship**

Student Name: K. Siva Sai

Registration No: 224030666038

Term of Internship:

From:

To :

Date of Evaluation:

Organization Name & Address: Govt. degree college, Rajampeta.

Please rate your performance in the following areas:

Rating Scale:

Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

K. Siva Sai  
Signature of the Student

*Evaluation by the Supervisor of the Intern  
Organization*

Student Name: <b>K. SIVA SAI</b>	Registration No: <b>224030066038</b>
Term of Internship:                      From:                      To :	
Date of Evaluation:	
Organization Name & Address:	
Name & Address of the Supervisor with Mobile Number	

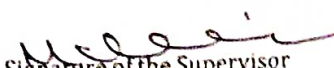
Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	<b>OVERALL PERFORMANCE</b>	1	2	3	4	5

Date:

  
Signature of the Supervisor

## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: K. Siva Sai

Programme of Study:

Year of Study:

Group: B Com. (CA)


Register No/H.T. No: 22463066038

Name of the College: Govt degree college, Rajampeta

University: YV University.

SLNo	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	30	
2.	Internship Evaluation	40	
3.	Oral Presentation	30	
	GRAND TOTAL	100	

Date:

  
Signature of the Faculty Guide



## **ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION**

**(A Statutory Body of the Government of Andhra Pradesh)**

2nd, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Atmakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

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